

Minutes of the Allotment Committee Meeting

Held on **Thursday 30 November 2023 at 10:30** in the Parish Office

Jane Tetley – Proper Officer to the Council

Attendees: Councillors: Sandra Attwood (SA), Kate Bishop (KB), John Gardner (JG), Penny Kennard (PK) chairman, Charles Taylor (CT). Allotment Representatives (AR): Brian Cousins (BC), David Jackson (DJ),
In attendance: member of the public

Minutes: PK

Item No. Allot23/	Minutes	Action
034	Apologies - none	
035	Declarations of interests - none	
036	Minutes of previous meetings Allotment Committee meeting minutes 28 September 2023 were accepted with one correction. Item Allot23/032 add text “Agreed that the oak on Plot 11B <u>to remain</u> .”	
037	Matters arising from minutes – none.	
038	Public session One member of the public present – the order of the agenda altered: Items 039 and 040 deferred until after Item 044 as confidential details of tenants and future tenants may be disclosed during those Items. — Comment: Minutes from last meeting not on the website. Reply: Chairman verified and demonstrated that the Minutes were published on PPC website on 20 Oct 2023. Comment: member of the public stated that Item Allot23/027 concerning Allotment Representatives was not correct. Reply: The statement is correct and was based on the discussion that took place during that meeting. Comment: Emails sent to the Allotment Committee were not responded to. Reply: All emails received by the Allotments Committee are responded to, where it is deemed appropriate, in a timely fashion. It was noted that any emails sent needs a subject field otherwise the email will go to spam and may not be seen.	

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041	Budget 2024-2025 A rent increase of ~6%, discussed during the last meeting, was proposed increasing Half Plot rent from £33 to £35 per annum with Full plot rent increasing from £51 – £55 (gradually creating parity between the rent of half versus full plots). Proposal: Rent for a Half Plot to increase to £35 per annum and for a Full Plot to £55 per annum from 1 April 2024. Resolution passed unanimously. Tenants to be informed as required by T&C Para.1.c Expenses – water & maintenance requirements submitted to F&GP for consideration.	Chair
042	Terms and Conditions – proposed additions to the T&C, which were circulated to committee members by email, prior to the meeting were agreed unanimously. <ul style="list-style-type: none"> • Para 1.h. Addition – “<i>The speed limit on the site is 5 MPH.</i>” • Para 2.f. Addition – “<i>Permission must be sought before creating or installing a pond or water feature.</i>” • Para 2.h. Addition to first sentence “<i>Bonfires or any other type of burning, including burning in garden incinerators, is only permitted...</i>” T&Cs to be update on PPC website, noticeboards and circulated to tenants etc.	Chair
/1	Ponds – see above	
/2	Bonfires – changes to the current bonfires regulations e.g. permitted times, were discussed. A proposal will be submitted to the Committee at the next meeting.	JG
/3	Fruit trees – the size and number of fruit trees on the site (particularly apple). The Committee is concerned that there are on some plots far too many fruit tree and some are very large. A discussion covered permitted rootstock types which should be permitted, number of trees per plot, whether the planting of any trees should require permission from the Committee. It was agreed in principle that nut trees should not be allowed on plots, but not whether current trees should be removed, and that plot tenants are responsible for removing self-seeded sapling from their plot. A draft of clause for the T&C to be circulated so it can be tweaked before being voted on at the next meeting – action not completed carried forward to next meeting.	PK/all
043	Infrastructure & Maintenance:	
/1	Water – Meter reading 08771 on 6 November 2023. Water is now switched off – thank you Brian. Parish Clerk has informed the water provider that meter is switched off and it is hoped that the PPC will not receive bills based on incorrect estimates as we did last year.	
/2	Trees – fir tree on boundary of Plots 24A and 36B to be felled before the end of financial year 2023-2024.	

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043/3	Gravel – pot holes in the track have been filled. Thank you AR and one of our tenants for carrying out this work. More gravel to be ordered, to be arranged with Parish Clerk	Chair
044	Matters for future consideration - none	
	Meeting adjourned for the public to leave.	
039	Report from Allotment Representatives (AR) Since the last meeting one plot has been vacated and relet and four plots are vacant (or will become vacant shortly) – applicants on the Waiting List to be approached. A few plots* reported to be untidy and neglected/not worked as required under the allotment Terms & Conditions (T&Cs), Plot of Concern (PloC) notices will be sent to tenants on these plots. Write to tenants. Tenants* who were sent PloC notices following the last meeting but have not taken action will be sent a second PloC notices asking them to consider giving up their tenancy if they are unable to meet the T&Cs. Write to tenants. *Committee members see Appendix 1/30Nov2023	Chair Chair
040	Waiting List, Plots of Concern and Vacant Plots update* 1. There are 53 people on the Waiting List (WL), 24 are Prestbury Parish residents (who take priority over non-residents). List continues to be closed to non-Parishioners). 2. The Committee resolved to hire a petrol shredder to dispose of the branches produced by felling several trees. AR to set a date for this work so Chair can arrange hiring of chipper through Parish Office. Chippings will be used on the site. 3. A letter, via email and published on the PPC website, was sent to all tenants. Topics: the site speed limit and bonfires.	AR/Chair
	Date of next meeting – Thursday 25 January 2024 @ 10:30 in the Parish Office <i>Please check the Prestbury Parish Council website Events calendar for any changes to date/time.</i>	